

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally announce my retirement from my position at [Company's Name], effective [Last Working Day, e.g., two months from the date above]. After much consideration, I have decided to retire earlier than initially planned.

I have truly enjoyed my time at [Company's Name] and am grateful for the opportunities I have had to work with such a talented team. Thank you for your support and guidance during my tenure here.

I will ensure a smooth transition of my responsibilities over the coming weeks. Please let me know how I can assist during this time.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]